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Section: ECE
29 February 1996

# ORGANIZATION MANUAL

Functions and organization of the

SECRETARIAT OF THE ECONOMIC COMMISSION FOR EUROPE

SECRETARY-GENERAL'S BULLETIN

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ST/SGB/Organization
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**SECRETARY-GENERAL'S BULLETIN**

To: Members of the staff

Subject: **SECRETARIAT OF THE ECONOMIC COMMISSION FOR EUROPE**

1. The present bulletin establishes the current functions and organization of the secretariat of the Economic Commission for Europe.

2. Document ST/SGB/Organization, section K (I)/Rev.1, of 11 July 1983, is hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General

SECRETARIAT OF THE ECONOMIC COMMISSION FOR EUROPE

## Overview

The Economic Commission for Europe (ECE) was established by Economic and Social Council resolution 36 (IV) of 28 March 1947 to promote and coordinate international economic cooperation in Europe. The programme is further elaborated in a number of General Assembly resolutions (40/178, 43/219, 44/211, 45/199 and 45/253) and Economic and Social Council resolutions (1989/114, 1990/69 and 1990/83), as well as in ECE resolutions and Commission decisions O(45), P(45), A(46) and A(50).

## Mandate

The broad functions of the secretariat of ECE are as follows:

To provide substantive secretariat services and documentation for the Commission and its subsidiary organs;

To undertake research, economic analysis, policy assessment, studies and other activities within the terms of reference of the Commission;

To harmonize norms and standards in the countries of the region with a view to facilitating economic integration in the region;

To make full use of opportunities for economic growth through the implementation of the appropriate economic and social policies, the establishment of relationships between environment and economic activities, transport, statistics and trade facilitation, and the application of the Commission's guiding principle of sustainable development;

To promote the process of economic reforms of the countries in Eastern and Central Europe and the newly independent States of the former Soviet Union and to facilitate their integration into European and global economies;

To provide advisory services to Governments at their request and to plan, organize and execute operational activities relating to transition to a market economy;

To promote economic and social development through regional and subregional cooperation and integration;

To organize conferences and intergovernmental and expert group meetings, training workshops, symposia and seminars;

To coordinate ECE activities with those of the major departments/offices of the United Nations at Headquarters, specialized agencies and European institutions and intergovernmental organizations, with a view to avoiding duplication, ensuring complementarity and exchanging information.

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## Organizational elements and their functions

### EXECUTIVE SECRETARY

Performs the functions of a head of department/office, as described in the introduction to the Manual. In addition:

Assists, advises and keeps the Secretary-General informed on matters concerning the Commission and carries out special tasks that may be assigned by him;

Provides substantive information and discusses issues of concern to the Commission with representatives of member States, members of the legislative organs, other departments/offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations and the media.

### A. Office of the Executive Secretary

Performs the functions of a staff office as described in the introduction to the Manual. In addition:

Provides secretariat services to the Commission and takes appropriate action to implement the relevant resolutions and other decisions adopted by the Commission;

Assists the Executive Secretary in the overall executive direction and management of the Commission's secretariat.

### B. Deputy Executive Secretary

Performs the functions of a deputy, as described in the introduction to the Manual. In addition:

Deputizes for the Executive Secretary in providing overall guidance to the work of the Commission;

Provides relevant information and secures interaction with the representatives of member States, United Nations bodies and agencies, intergovernmental and non-governmental organizations and the media;

Supervises ECE operational activities and mandated work programmes and ensures coordination and cooperation with the United Nations system and international donors for those activities;

Secures interaction with subregional economic groupings within the ECE region.

C. Information Unit

Carries out public information activities such as press releases, publications, radio and television programmes, films and exhibitions;

Provides public relations and reference activities for visitors and journalists in ECE;

Disseminates information concerning the work of ECE and the United Nations within the region.

1. ENVIRONMENT AND HUMAN SETTLEMENTS DIVISION

The Division is responsible for providing assistance to ECE member States in promoting and strengthening intergovernmental cooperation in the fields of environment protection, sustainable development and human settlements through coordination of national, subregional, regional and global objectives and convergence of national policies and practices in those fields. It elaborates and implements regional legal instruments on air pollution, water management, environmental impact assessment and industrial accidents and compliance monitoring, in particular in relation to the countries in transition. The Division also provides national environmental performance reviews and coordinates regional and interregional activities as a follow-up to the United Nations Conference on Environment and Development. To that effect, it provides parliamentary and advisory services.

The Division consists of three sections and one unit, namely, the Environmental Policy Section, the Environmental Performance Review Section, the Air Pollution Section and the Human Settlements Unit.

1.1 Environmental Policy Section

Assumes responsibility for the implementation of the ECE environmental programme and reviews progress made in strengthening the capability of member States to prevent and reverse environmental degradation by fully integrating environmental considerations into sectoral policies;

Services the work undertaken by the Committee on Environmental Policy, its Bureau and its subsidiary organs and ad hoc arrangements;

Promotes intergovernmental cooperation at the regional level in the fields of environmental protection, sustainable development and rational use of natural resources;

Provides policy direction for the ECE region and coordinates national, subregional, regional and global environmental objectives;

Provides substantive services to the Environment for Europe process;

Provides follow-up activities to ministerial meetings such as the Sofia Ministerial Conference and preparations for the Ministerial Conference in Denmark;

Reviews the implementation of the Environmental Programme for Europe and identifies opportunities for its adoption to the priority needs of member States, in particular those in transition;

Promotes the implementation of and ratification processes for the Convention on Environmental Impact Assessment in a Transboundary Context, the Convention on the Protection and Use of Transboundary Water Courses and International Lakes and the Convention on the Transboundary Effects of Industrial Accidents, administered by the ECE secretariat, and reviews progress made in their implementation;

Provides services to the three convention bodies, their bureaux and their subsidiary organs and ad hoc arrangements;

Services intergovernmental negotiations during the elaboration of new international legally binding instruments and/or soft law texts in the field of environment, and contributes to the technical and scientific substantiation for those negotiations;

Provides assistance to countries in transition to build and strengthen their capabilities regarding environmental protection, sustainable development, integrated water management, environmental impact assessment and man-made environmental disasters and to enable them to comply with the obligations under the three conventions;

Facilitates the coordination of environment-related programmes and conventions in the region and, to that end, cooperates closely with other relevant United Nations bodies, international organizations and institutions active in the region.

1.2 Environmental Performance Review Section

Reviews the performance of ECE countries in meeting domestic environmental policy objectives and in monitoring compliance with international environmental commitments, and publishes the results;

Establishes, maintains and updates a data bank for information regarding environmental protection, sustainable development and rational use of natural resources of relevance to the review process and networks with other relevant banks;

Services intergovernmental meetings, workshops and other informal consultations convened for the implementation of the review programme;

Maintains liaison and coordinates activities relating to the environmental performance reviews with international organizations, institutions and other governmental and non-governmental organizations.

1.3 Air Pollution Section

Promotes the implementation of the Convention on Long-range Transboundary Air Pollution and its protocols on sulphur, nitrogen oxides, volatile organic compounds and the Cooperative Programme for Monitoring and Evaluation, reviews progress made in their implementation and monitors compliance;

Services activities related to the Executive Body of the Convention, its Bureau and its subsidiary organs and ad hoc arrangements;

Services intergovernmental negotiations during the elaboration of new protocols, in particular on nitrogen oxides, heavy metals and persistent organic pollutants, and contributes to the technical and scientific substantiation for those negotiations;

Provides assistance in developing and strengthening technical and human resource capabilities among the parties, in particular those in transition, to comply with obligations emanating from international legally binding instruments;

Cooperates with other international organizations, institutions and governmental and non-governmental organizations active in the ECE region to coordinate activities of relevance to the legally binding instruments;

Contributes substantially to the preparations for the Regional Conference on Transport and the Environment.

1.4 Human Settlements Unit

Services the implementation of the ECE programme on human settlements, the Human Settlements Committee, its Bureau, two working parties and other subsidiary organs and ad hoc arrangements, with particular focus on sustainable human settlement planning, housing development, modernization and management;

Services the study tours of the Committee and draws up country profiles in the housing sector of the countries concerned and provides mechanisms for examining the situation of human settlements by identifying opportunities for improvement;

Contributes to the Second United Nations Conference on Human Settlements, aiming at strengthening the regional component of its deliberations and to follow-up work emanating from the Conference;

Provides assistance in developing and strengthening technical and managerial capabilities in member States, in particular those in transition, in the human settlement field through the organization of workshops;

Undertakes studies and disseminates information and policy analysis on specific human settlement topics and prepares soft law texts in the form of strategies, recommendations to ECE Governments and guidelines.

## 2. TRANSPORT DIVISION

The Division is responsible for the promotion of regional and subregional cooperation among ECE member States aimed at the development of an integrated transport system in the ECE region and the facilitation of international road, rail, inland water and combined transport. The Division is also responsible for the substantive and parliamentary servicing of the meetings of the Inland Transport Committee and its subsidiary bodies, as well as those of Economic and Social Council bodies on the transport of dangerous goods. It administers and promotes international legal instruments in the field of transport and contributes to their elaboration and updating. It provides assistance in the proper implementation of those legal instruments and in the formulation of policies and measures aimed at the facilitation of international transport in the region while improving its safety and environmental performance.

The Division consists of two sections, namely, the Technology Section and the Facilitation and Special Projects Section.

### 2.1 Technology Section

Promotes cooperation in the development of uniform rules and regulations aimed at the facilitation of international road traffic, while improving its safety and environmental performance;

Services the meetings of the ECE Principal Working Party on Road Transport and the Working Party on Road Safety and contributes substantively to their work;

Contributes substantively to the development and updating of a number of related legal instruments, including the European Agreement on Main International Traffic Arteries, the Vienna Convention on Road Traffic and on Road Signs and Signals, as well as the European Agreements, and the European Agreement concerning the Work of Crews of Vehicles engaged in International Road Transport;

Administers and promotes these legal instruments;

Promotes cooperation in the development of uniform safety and environmental regulations for motor vehicles;

Services the meetings of the ECE Working Party on the Construction of Vehicles;

Contributes substantively to the elaboration and updating of the 1958 Agreement concerning the Adoption of Uniform Conditions of Approval and Reciprocal Recognition of Approval for Motor Vehicle Equipment and Parts and its regulations and administers and promotes that legal instrument;

Services meetings of the Economic and Social Council Committee of Experts on the Transport of Dangerous Goods and its Subcommittee and contributes substantively to their work, including the updating of recommendations as well as tests and criteria concerning such transport;

Promotes the development of relevant provisions into international legal instruments concerning the carriage of such goods by road, rail, inland water, sea and air, respectively;

Cooperates with other United Nations agencies such as the World Health Organization(WHO), the International Labour Organization (ILO) and the United Nations Environment Programme (UNEP) in the framework of the intergovernmental Programme on Chemical Safety and establishes an international classification of chemicals as a follow-up to the United Nations Conference on Environment and Development (Agenda 21), as mandated by Economic and Social Council;

Promotes cooperation in the development of uniform provisions for the safe carriage of dangerous goods by road and by inland waterways;

Services the meetings of the ECE Working Party on the Transport of Dangerous Goods and contributes substantively to its work, including the elaboration and updating of the European Agreement concerning the International Carriage of Dangerous Goods by Road and the European Provisions for the International Carriage of Dangerous Goods by Inland Waterways, and promotes the former as well as the upgrading of the latter to a legal instrument;

Services the joint meeting of the Safety Committee of the International Regulation Governing the Carriage of Dangerous Goods and the Working Party on the Transport of Dangerous Goods and contributes to the harmonization of the provisions for the transport of dangerous goods by rail with those of the Agreement concerning the International Carriage of Dangerous Goods by Road;

Services the meetings of the Working Party on the Transport of Perishable Foodstuffs;

Contributes to the development and updating of the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be Used for Such Carriage and administers and promotes that legal instrument;

Promotes regional cooperation towards sustainable transport development, assists in the formulation of a common strategy and measures to achieve such an objective and services the meetings of the Preparatory Committee of the Regional Conference on Transport and the Environment;

Provides advice to Governments, in particular those of the countries in transition, on the implementation of the legal instruments and other norms and on the formulation of the relevant policies and measures.

2.2 Facilitation and Special Projects Section

Promotes regional cooperation in the facilitation of international rail transport;

Services the meetings of the ECE Principal Working Party on Rail Transport and contributes substantively to its work;

Facilitates and updates the European Agreement on Main International Railway Lines and promotes that legal instrument;

Promotes cooperation in the facilitation of international inland water transport;

Services the meetings of the ECE Principal Working Party on Inland Water Transport and contributes substantively to its work, including the elaboration of the European Agreement on Main Inland Waterways of International Importance;

Promotes cooperation in the facilitation and development of international combined transport;

Services the meetings of the ECE Working Party on Combined Transport;

Contributes substantively to the elaboration and updating of legal instruments in this area, including the European Agreement on Important International Combined Transport Lines and their Related Installations;

Promotes cooperation of customs authorities in facilitating international road and rail traffic through simplification and harmonization of border-crossing procedures;

Services the meetings of the ECE Working Party on Customs Questions affecting Transport;

Contributes substantively to the elaboration and updating of legal instruments in this area, including the International Road Transport (TIR) Convention and the International Convention on the Harmonization of Frontier Controls of Goods and promotes those legal instruments;

Services the meetings of the ECE Working Party on Transport Trends and Economics;

Collects and disseminates information on transport trends and developments in the ECE region;

Identifies obstacles to the development of international transport in the region and suggests policies and measures for overcoming them;

Promotes regional cooperation and provides assistance to member States in the collection of transport data;

Services the meetings of the ECE Working Party on Transport Statistics;

Contributes substantively to the elaboration of uniform methodologies in this area and collects, analyses and disseminates transport data;

Collects and publishes every five years a major census of road traffic on the European road network;

Promotes subregional cooperation in Eastern and Central Europe in the development of the infrastructure networks for road, rail and combined transport;

Provides assistance to Governments, in particular those of countries in transition, in implementing legal instruments and other provisions in the areas under its responsibility and in formulating policies and measures aimed at the facilitation and development of international transport by rail, inland water and combined transport.

3. STATISTICAL DIVISION

The Statistical Division, as the secretariat of the Conference of European Statisticians, is responsible for improving national statistics and promoting coordination and uniformity of concepts in response to the emerging needs of countries in transition. The Division is also responsible for the provision of direct technical assistance to countries in transition and for the provision of statistics on the region for the ECE information systems and graphics.

The Division comprises a number of units through which it performs the following functions:

Plans, organizes and services the annual plenary session of the Conference of European Statisticians;

Conducts related preparatory and follow-up work associated with these meetings;

Prepares the integrated presentation of international statistical work in the ECE region and that of other international and supranational organizations working in the ECE region;

Prepares key summary information on the planned future work of ECE and other international organizations working in the region;

Submits for review by the Conference of European Statisticians and its Bureau the international statistical work carried out in the ECE region;

Conducts liaison with national and international organizations to avoid duplication or overlap in their planned work programmes;

Plans, organizes and services intergovernmental meetings convened by the Conference of European Statisticians to consider issues of concern to national statistical offices in various fields of social and demographic statistics;

Prepares annual matrices of international migration flows among ECE countries and ad hoc publications in the field of social and demographic statistics;

Takes into account the requirement of national decennial censuses and prepares the ECE regional variant of the set of recommendations for the next round of population and housing censuses jointly with the Statistics Office of the Commission of the European Communities (EUROSTAT);

Executes the ECE/United Nations Development Programme (UNDP) project on social and demographic statistics, prepares the work programme for the project in cooperation with recipient countries, UNDP, EUROSTAT, the United Nations

Population Fund (UNFPA) and other organizations involved and supervises its implementation;

Organizes the meetings of the Steering Committee and of the task force and acts as secretary for those meetings;

Organizes, in cooperation with UNDP, EUROSTAT, international organizations involved and donor countries, technical assistance for recipient countries aiming to increase knowledge and skill in the production of social and demographic statistics;

Creates illustrations for the Commission's publications produced for Europe;

Prepares statistical graphics, technical schema, organigrammes, flow charts, posters and artistic designs for various publications and exhibitions by the Commission;

Collects annual data from member States on the production and consumption of energy, as well as data on modes of inland transport and road accidents;

Prepares statistical publications on issues related to energy, transport, housing and building, as well as the yearbook on socio-economic trends in the ECE region;

Cooperates and exchanges information with other international organizations on the harmonization of databases and their definitions;

Organizes expert meetings on energy, transport and environment statistics on issues relating to developing methodologies, standardizing practices and exchanging statistical expertise;

Implements the work programme of the Conference of European Statisticians in economic statistics;

Contributes to international activities in the development of economic statistics in the United Nations/ECE region;

Prepares meetings on various issues of concern to national statistical offices by drafting relevant documents and ad hoc publications;

Provides direct technical assistance to countries in transition in the development of macroeconomic data, in particular on the implementation of the United Nations System of National Accounts and closely related areas;

Initiates comprehensive studies for the assessment of economic trends and provides advice on the quality improvements of basic statistical data;

Provides inputs for the preparation of the ECE publications the Economic Bulletin for Europe and the Economic Survey of Europe, with special emphasis on macroeconomic data for the countries in transition;

Assists the member States through the Working Party on Electronic Data Processing and regular Seminars on Integrated Statistical Information Systems to improve the management of statistical information technology in national statistical agencies;

Prepares guidelines and publications on new methods and techniques for statistical data editing and standards;

Organizes workshops on individual projects of statistical information technology on issues of concern to national statistical offices;

Cooperates in the development of international standards for the electronic exchange of statistical messages in the framework of the Western European Electronic Data Interchange for Administration, Commerce and Transport (EDIFACT) Board;

Acts as a focal point for the non-member States of that body by disseminating information and implementing standards;

Coordinates and plans activities and requirements in the implementation of major components of the ECE information technology-related resource requirements;

Establishes and maintains electronic communication systems, including the ECE PC-based local area network, and related linkages with the International Computing Centre and entities and facilities of the United Nations Office at Geneva.

4. TRADE, TIMBER AND AGRICULTURE DIVISION

The Division is responsible for the promotion of trade and investment cooperation in the region. It defines and sets standards for trade facilitation, agricultural produce, forest and forestry products and analyses the related policy issues. The Division provides guidelines and assistance to the countries in transition in formulating policies aimed at trade reforms, facilitating interregional trade, development of new business operators and promotion of foreign investment. The Division also provides services to the Development, Trade, Timber and Agriculture Committees.

The Division consists of three sections and one unit, namely, the Trade Facilitation Section, the Trade and Investment Promotion Section, the Timber Section and the Agriculture Unit. 1/

4.1 Trade Facilitation Section

Contributes to trade facilitation through harmonization and simplification of international trade procedures, trade documents and the development of rules for electronic data interchange;

Develops and maintains trade facilitation recommendations and standards for EDIFACT;

Develops standards for perishable produce in agriculture;

Publishes the relevant United Nations trade directories and the United Nations/ECE Journal on Trade Facilitation.

4.2 Trade and Investment Promotion Section

Conducts research to analyse current policies and to diagnose problems and obstacles affecting development of intraregional trade and investment cooperation;

Collects and disseminates statistics on investment projects with foreign participation in the countries in transition;

Prepares and revises guidelines and legal issues relating to international commercial transactions in accordance with the terms of reference of the Working Party on Information Contract Practices in Industry;

Publishes the quarterly East-West Investment News, reviewing the latest developments in regulations on foreign investments, foreign trade and other related subjects.

4.3 Timber Section

Promotes trade in forest products and the sustainable development of this sector;

Reviews short-term trends in forest products markets and carries out long-term studies on the forest sector;

Collects and disseminates internationally comparable statistics;

Provides support to intergovernmental processes in following up the United Nations Conference on Environment and Development and the Helsinki ministerial conference on the protection of forests in Europe, and implements the temperate and boreal zones part of the global forest resource assessment;

Coordinates intergovernmental cooperation in a number of areas, notably on certification of forest products for international trade.

4.4 Agriculture Unit 1/

Provides support for the Committee on Agriculture;

Provides support for the joint FAO/ECE Working Parties on Agriculture and on the Environment and Economics of the Agri-Food Sector and Farm Management.

5. ECONOMIC ANALYSIS AND PROJECTIONS DIVISION

The Division is responsible for providing regular analysis of current economic developments in member States and for drawing attention to, and conducting policy-oriented research on, structural economic problems and issues. It provides assistance in the process of economic integration between member States of the region and facilitates economic transformation in the countries in transition. The Division also provides economic research and analysis to member

States on current economic problems in order to increase awareness of population trends and policies in the region. In addition, it produces two annual economic reviews, namely, the Economic Survey of Europe and the Economic Bulletin for Europe.

The Division consists of two sections and two units, namely, the Market Economies Section, the Transition Economies Section, the East-West Studies Unit and the Joint ECE/UNFPA Population Activities Unit.

5.1 Market Economies Section

Follows and reviews macroeconomic developments and problems in the region;

Studies particular problems and reviews research literature on the Western market economies that might have useful lessons for countries in transition to a market economy;

Services the work of the Senior Economic Advisers to ECE Governments, for which it produces ad hoc studies and a regular review of medium- and long-term projections for member States' economies;

Services the work of the Joint Working Group on Environment and Economy.

5.2 Transition Economies Section

Follows and reviews economic developments in the transition economies of Eastern Europe and the former Soviet Union;

Studies closely the particular problems of transition from centrally planned to market economies and provides appropriate recommendations to that effect.

5.3 East-West Studies Unit

Focuses on economic relations between ECE member States, in particular those between the market economies of Western Europe and North America and the transition economies of Eastern Europe and the former Soviet Union;

Studies closely the progress of economic integration of the transition economies with the larger European and global economies via exchange of international goods, services and capital markets and suggests policies for facilitating and accelerating the process of integration.

5.4 Joint ECE/UNFPA Population Activities Unit

Studies demographic developments in the ECE region in close cooperation with UNFPA;

Provides support for the implementation of the Programme of Action of the 1994 International Conference on Population and Development and the recommendations of the 1993 European Population Conference and gives assistance to the transition countries in building their capacity to participate in regional population projects;

Coordinates surveys and research on international migration, fertility and family, ageing and population-related policies;

Publishes reports, papers, monographs and bulletins on population issues, with the objective of providing a basis for informed policy-making.

6. ENERGY DIVISION

The Division is responsible for the promotion of regional and subregional cooperation in the energy field. It provides access to information on energy resources, their exploration, production, upgrading, conversion, transmission, distribution, storage and uses in the ECE region. It helps to elaborate strategies and policies for the development of sustainable energy systems and to promote the efficient use of energy. The Division also develops norms and standards in order to ensure that the programme of cooperation in the energy sector responds to changing policy needs and opportunities. It provides assistance to countries in transition to help to implement market-oriented energy policies and market-based energy reforms.

The Division consists of three units, namely, the Energy Reforms Unit, the Sustainable Energy Development Unit and the Energy Economy and Efficiency Unit.

6.1 Energy Reforms Unit

Provides assistance to countries in transition in the implementation of market-based reforms in energy systems and in the development of norms and standards for energy transport interconnections and integration of East-West energy systems;

Helps to foster greater cooperation among countries at the subregional level in the area of coal, gas and electric power (e.g. the Mediterranean and Black Sea regions);

Works with the ECE Gas Centre to build up and strengthen human resources and institutional capacities in order to promote the development of a market-based gas industry in economies in transition;

Provides assistance to transition countries through capacity-building activities in the area of coal, gas and electric power;

Provides support to member States in regards to the Implementation Programme on Accelerating Clean Coal Technologies;

Monitors and conducts studies on the privatization and restructuring of the coal, gas and electric power industries as well as on other economic reforms in countries in transition;

Provides secretariat support to the Working Party on Coal, Electric Power and Gas and their various expert groups, and organizes and services conferences, seminars and workshops.

6.2 Sustainable Energy Development Unit

Analyses and disseminates information on the new and renewable sources of energy in relation to biomass, solar, wind and geothermal energy;

Provides information on energy-related environmental problems, such as air pollution, emanating from the transport sector;

Monitors and assesses the energy policies, energy strategies, legislation and regulations of member States in order to promote greater harmonization;

Conducts studies on special energy issues, such as energy prices, energy intensity trends, market structure, investment and trade;

Provides advice and expertise to strengthen international classifications, statistics, databases and energy balances;

Develops scenarios of energy demand and supply, assesses the energy situation and energy prospects and conducts studies on the impact of structural change on the level and pattern of energy requirements;

Provides secretariat support to the Committee on Energy and ad hoc expert groups and organizes and services conferences, seminars and workshops.

6.3 Energy Economy and Efficiency Unit

Monitors and assesses the potential for improving energy conservation and efficiency in member States;

Analyses and disseminates information and organizes events and activities to promote trade and cooperation in energy-efficient, environmentally sound techniques and management practices;

Manages the execution of the Energy Efficiency 2000 Project to promote the implementation of strategies to enhance energy efficiency, standards and investments;

Works to draw up investment proposals, to identify financing and investment requirements and to mobilize resources for energy efficiency projects;

Collaborates with the European Energy Charter Conference to promote energy efficiency in the ECE region by enhancing synergies and making its expertise and programmes accessible to the Conference;

Provides secretariat support to the Steering Committee on the Energy Efficiency 2000 Project and to ad hoc expert groups on labelling and financing and organizes and services other meetings and workshops.

7. INDUSTRY AND TECHNOLOGY DIVISION

The Division is responsible for the implementation of the industry and technology programme. It provides services to the Senior Advisers to ECE Governments on Science and Technology and to the Commission's four Working

Parties on Chemical Industry, Engineering Industries and Automation, Standardization Policies and Steel.

The Division consists of a number of units through which it carries out the following tasks:

Conducts research and provides analysis of selected economic, technological, environmental and resource issues affecting industry in general, and the chemical, engineering and steel sectors in particular, in order to facilitate cooperation and create conditions for the development of unified strategies for further diversification of the industry sector;

Reviews major developments and changes in science and technology policies, priorities and institutions and international cooperation for all countries of the region, including those in transition;

Collects statistical data on the main science and technology indicators, promotion of innovation, reorganization of the system of management of science and technology;

Coordinates activities and issues recommendations aimed at the harmonization of technical requirements, conformity assessments, procedures and metrological methods with those agreed upon in international, regional and subregional groupings;

Provides guidance to other organizations, where ECE member States consider that standards work should be initiated, to facilitate legislative or regulatory activities;

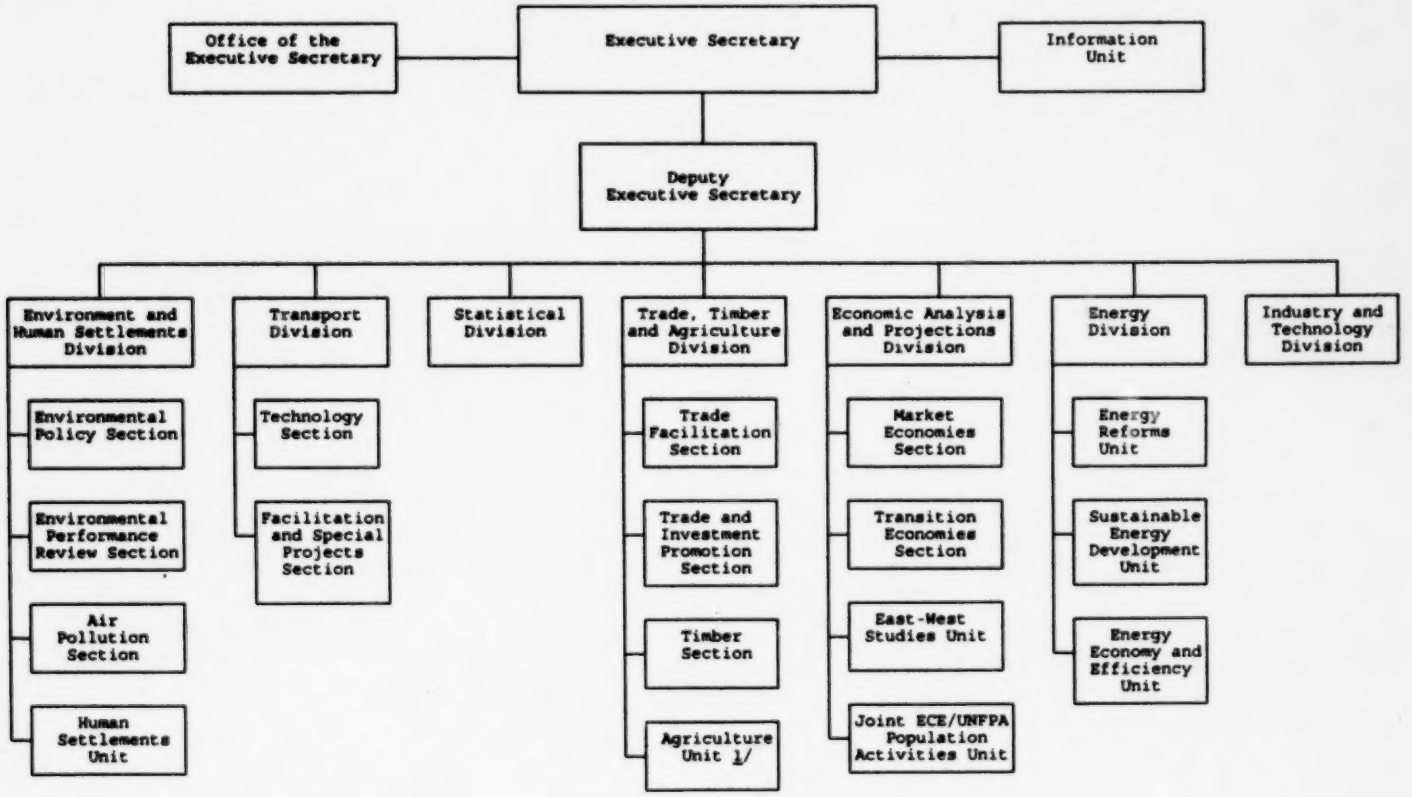
Promotes international agreements and other appropriate arrangements on the acceptance of certificates of conformity with standards and technical regulations and/or mutual recognition of the test results;

Maintains an inventory of existing safety guidelines in biotechnology and elaborates and disseminates relevant statistics.

Notes

1/ Pending a decision by the member States on the future of the Committee on Agriculture, consequent to the withdrawal of resources by the Food and Agriculture Organization of the United Nations (FAO).

## ORGANIZATIONAL STRUCTURE OF THE SECRETARIAT OF THE ECONOMIC COMMISSION FOR EUROPE

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